

## PUBLIC WORKS MAINTENANCE COORDINATOR

### NATURE OF WORK

This is responsible technical and administrative work coordinating and supervising roads, paving repair, storm sewer and equipment management operations and related Public Works maintenance programs and facilities.

Work involves responsibility for developing, coordinating and supervising operating methods, procedures and programs for roads, paving repair, storm sewer and equipment management operations. Work includes developing preventive maintenance programs for streets, storm sewers, bridges and equipment; preparing divisional budget and monitoring budgetary expenditures; and resolving operating problems. An employee in this classification exercises considerable independence in developing and carrying out assigned projects and is responsible for their successful completion. The work is performed under the general supervision of the Utility and Maintenance Administrator with work being reviewed in the form of reports submitted, conferences and effectiveness of program operation. Supervision is exercised over technical and clerical subordinates.

### EXAMPLES OF WORK PERFORMED

Develops and coordinates long range forecasts of street and storm sewer maintenance and motor fleet requirements including the repair and replacement of concrete curbs, pavement and asphalt surfaces, the repair of bridges and storm sewers, the maintenance of non-hard surfaced roads, snow removal, and equipment maintenance and repair; formulates goals and objectives and implements programs in order to satisfy forecast requirements; monitors results to ensure objectives are being achieved.

Prepares divisional budget; reviews, approves and/or modifies budgetary requests; presents and reviews budget with the Utility and Maintenance Administrator and the Director of Public Works and Utilities.

Reviews and approves payrolls, purchase requests for materials, supplies, or services in order to monitor and control budget expenditures; monitors revenue from revenue generating sources; initiates rate changes when appropriate.

Supervises and participates in developing, updating and implementing plans for rescue and recovery operations for natural or man-made emergency or disaster situations including snow removal, flood control, tornado cleanup, explosion, etc.; recommends to the Utility and Maintenance Administrator, Director of Public Works and Utilities, or the Mayor that an emergency should be declared; coordinates manpower and equipment including the emergency procurement of materials, supplies, equipment and workers from available sources.

Supervises programs in road, storm sewer, snow and ice, weeds and equipment management; conducts performance appraisals; checks, reviews and recommends approval or disapproval of all promotions, merit ratings, salary increases, or disciplinary actions to the Utility and Maintenance Administrator and the Director of Public Works and Utilities.

Participates in planning and implementing division's capital improvements program; interviews and recommends consultants interested in providing design and construction phase services; reviews plans, specifications and construction bids; monitors construction to ensure that the contractor is performing in compliance with contract specifications; initiates partial and final payments; approves final acceptance of project.

Investigates new methods of operation, materials and equipment; reviews performance of materials and equipment utilized in the operation of comprehensive public works maintenance programs.

Performs related work as required.

#### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices, materials and equipment used in the construction, maintenance and repair of roads, municipal streets and storm sewer systems.

Thorough knowledge of the principles and procedures involved in the operation of comprehensive Public Works Maintenance programs.

Considerable knowledge of the principles of management and organization.

Considerable knowledge of organizational and administrative policies and procedures.

Ability to interpret rules, regulations and policies; and to make decisions in accordance with established precedent.

Ability to analyze administrative and technical problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to plan, coordinate, assign and evaluate the work of technical and clerical employees.

Ability to prepare technical reports and cost estimates.

Ability to maintain accurate records.

Ability to establish and maintain effective working relationships with municipal officials, co-workers, subordinate employees and the general public.

Ability to communicate effectively both orally and in writing.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in engineering, business administration, public administration, or related field; and thorough experience in the supervision of municipal public works construction and maintenance programs and facilities.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in engineering, business administration, public administration or related field; and considerable experience in the

supervision of municipal public works construction and maintenance programs and facilities; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must possess and maintain a valid State of Nebraska driver's license.

Certification as a City Street Superintendent by the State of Nebraska within one (1) year of employment.

Approved by: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personal Director

8/77

Revised: 3/92

PS5015